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NOTICE
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PERSONNEL
March 1955

THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

Procedure for Handling Notification of
Membership in the Career Staff

1. GENERAL

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Agency Regulation [REDACTED] provides that all persons who are selected for membership in the Career Staff will be notified of this action. While security considerations preclude the presentation of evidence of membership in the form of a commission or certificate, it is the desire of the CIA Career Council that the actual notification to each individual employee be in a manner commensurate with the importance of the event.

2. PERSONS WITHIN THE CONTINENTAL LIMITS OF THE UNITED STATES

- a. Persons within the continental limits of the United States will be notified by classified memoranda personally addressed to them by the Chairman of the CIA Selection Board. The memoranda will contain provision for acknowledgement of the notification. These memoranda will be forwarded through command channels for presentation to the member concerned. It is the intent of the CIA Career Council that these notifications be presented formally by a supervisory officer at the highest practical echelon in the command channel. Group presentation is desirable where appropriate.

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- b. The memorandum of notification will be acknowledged by the person concerned and will be returned through channels to the Executive Director of the CIA Selection Board ~~for safekeeping~~ within 30 days of the date of the memorandum. When delivery to the person concerned is impossible within this time because of his unavailability, the memorandum will be returned unacknowledged with the reason for non-delivery noted.

3. PERSONS AT OVERSEAS STATIONS

- a. Lists of persons at Overseas Stations will be forwarded in pseudonym by the appropriate Foreign Area Division by dispatch. These persons will be notified orally of their selection for membership in the Career Staff by the Station Chief or other responsible official in the chain of command.
- b. The memorandum of notification referred to in paragraph 2 will not be sent overseas for reasons of security. Those memoranda which have been prepared for personnel who are overseas will be returned promptly by the Foreign Area Division concerned *or then appropriate headquarters element.* to the Executive Director of the CIA Selection Board and will be kept on file in the Central Processing Branch of the Office of Personnel. When the overseas returnee, who has already been notified orally, completes his "in-processing", he will have an opportunity to formally acknowledge receipt of the notification. The acknowledged memorandum of notification will then be returned to the Executive Director of the CIA Selection Board. ~~for safekeeping.~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
Deputy Director
(Support)

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- a. Lists of persons at Overseas Stations will be prepared, in pseudonym when appropriate, by the Foreign Area Division concerned or by the proper Headquarters element having communication with the Overseas Stations and forwarded by dispatch. These persons will be notified orally of their selection for membership in the Career Staff by the Station Chief or other responsible official in the chain of command.

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PERSONNEL

EMPLOYEE SERVICES

1954 MARCH OF DIMES CAMPAIGN

1. The 1954 March of Dimes Campaign for Agency personnel will be conducted from 18 January through 29 January 1954.

2. The March of Dimes, sponsored by the National Foundation for Infantile Paralysis, Inc., is devoted exclusively to the fight against Infantile Paralysis. Contributions are used for the treatment and rehabilitation of those stricken with the disease as well as for research into its cause and transmission. Due to the recent development of new techniques used to combat polio, the need for funds is particularly great this year. Agency members are urged to contribute to this worthy campaign.

3. Miniature iron lungs, used to collect all contributions, will be distributed throughout the Agency by Administrative Officers. The Employee Services Branch of the Personnel Office has been designated to receive and forward all contributions to the Campaign headquarters.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
Acting Deputy Director
(Administration)

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<u>C O P Y</u>		6 January 1954 (Date)
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REMARKS: The attached Notice [REDACTED] EMPLOYEE SERVICES - 1954 MARCH OF DIMS CAMPAIGN is forwarded for publication.		
FROM: <i>L. K. White</i> L. K. White, A-DD/A		
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